

DEPARTMENT OF THE NAVY

HEADQUARTERS UNITED STATES MARINE CORPS 3280 RUS SELL ROAD QUANTICO. VA 22134-5103

IN REPLY REFER TO: 1080 MI 3 Oct 02

From: Commandant of the Marine Corps

Subj: MARINE CORPS TOTAL FORCE SYSTEM (MCTFS) SOFTWARE RELEASE

(SR) NOTICE 2-02

Encl: (1) MCTFS SR Notice 2-02

1. The enclosure is provided for prompt distribution by the Manpower Information Systems Support Offices (MISSO) to reporting units and intermediate commanders.

2. Request the Fiscal Director of the Marine Corps (Code RFL) distribute this Notice to all Disbursing Symbols.

3. This Notice is directive in nature, and is an interim, unnumbered change or revision to MCO P1080.40C (MCTFSPRIM). All organizations which submit unit diaries are required to maintain this Notice until such time as the changes are incorporated into the MCTFSPRIM. This Notice contains operating instructions and guidance affecting personnel and pay matters for all officers and enlisted Marines.

P. D. BENNETT By direction

Distribution:

COMMARFORLANT

COMMAFORPAC

CG, MARFORRES

CG, I MEF

CG, II MEF

CG, III MEF

CG, MCRC

CG, MCRSC

CG, MCB Camp Lejeune, NC (MISSO)

CG, MCB Camp Pendleton, CA (MISSO)

CG, MCB Camp Butler, JA (MISSO)

CG, MCB Kaneohe Bay, HI (MISSO)

Dir, DFAS-KC

Dir, MISSA, MCSA

Subj: MARINE CORPS TOTAL FORCE SYSTEM (MCTFS) SOFTWARE RELEASE (SR) NOTICE 2-02

OIC, MCAAT, MCB Camp Lejeune, NC OIC, MCAAT, MCB Camp Pendleton, CA

Copy to: Dir, Fiscal Division, P&R, HQMC (RFL)

MCTFS SOFTWARE RELEASE NOTICE 2-02

Ref: (a) MCO P1080.40C (MCTFSPRIM)

- (b) MCO P1080.20M (MCTFSCODESMAN)
- (c) DFAS Kansas City MO MSG DTG 271025Z Sep 02
- (d) CMC MIF PAA 04-02 MSG DTG 191352Z Sep 02

Encl: (1) MCTFS/UD/MIPS/ODSE/DFAS SUPPLEMENT

- described in this Notice are effective with the implementation of Software Release (SR) 2-02 communities regarding changes to the Marine Corps Total Force System (MCTFS). Changes **BACKGROUND**. This Software Release Notice provides information to personnel and finance
- and Reserve reporting units and all HQMC agencies which report unit diaries are required to maintain this NOTICE until such time as the changes are incorporated into these manuals. unnumbered change to references (a) and (b), and may affect other manuals; e.g., APSM. All active 2. GENERAL. This MCTFS Software Release Notice is directive in nature, and is an interim,
- Release schedule outlined in reference (c). **ACTION.** The following procedures must be adhered to in order to support the Software
- and payrolls in the old format from being recognized and or processing. Transactions under the under separate correspondence. The common transaction layout within SR 2-02 will prevent diaries of the UD/MIPS software or OLDS and transmitted no later than 1800 Wednesday, 16 October processing SR 1-02 format are not to be submitted and will not be pulled into the MCTFS cycle for 2002, central time for processing. U&E will be changed accordingly, and the field will be notified a. The last Reserve and Active Duty unit diaries must be prepared under the current version
- last cycle under the SR 1-02 programs. The timely distribution of the new UD/MIPS software by the programs are in place. local MISSOs will allow for the submission of unit diaries by UD/MIPS users as soon as all SR 2-02 b. Unit diaries prepared on UD/MIPS must be submitted in sufficient time to process in the
- well as additional information concerning the SR Implementation, will be posted to the MISSA MISSO via email. Additionally, the SR Notice may also be downloaded from the MISSA Website Website under "SR Information". at http://www.missa.manpower.usmc.mil/ (SR Information section). Updates to the SR Notice as c. Units are not to begin diary input under the SR 2-02 programs until notified by the local
- The MCTFS APSM will be available during the week of October 14, 2002, at

Marine Corps Directives System, will follow. https://dfas4dod.dfas.mil/centers/dfaskc/library/userguid/722031R. Printed copies, requested through the

- electronic manual will be continuously updated and the changes published to the link at the end of page published as required. This Summary of Changes page will contain all of the changes to the every month. If you download or print the manual you will be able to view a Summary of Changes www.missa.manpower.usmc.mil, is the official source for personnel reporting instructions. This electronic manual. Effective 1 October 2002, the electronic MCTFSPRIM, located at
- directive in nature. The remaining chapters of the MCTFSPRIM will become a Users Manual and be incorporated with the UD/MIPS, ODSE, and DBUM Users Manuals. This new, allprocess outlined above with the current MCTFSPRIM. encompassing Users Manual will be published and updated electronically as required, similar to the contained in the MCTFSPRIM (i.e., Chapter 1) will be maintained in a revised Marine Corps Order, An administrative change to the MCTFSPRIM is forthcoming. The administrative policy
- Specific reporting instructions are contained in the enclosure

Enclosure (1)

MCTFS/UD/MIPS/ODSE/DFAS SUPPLEMENT

dates. The Valid Martial Arts Belt Codes are as follows: transactions; however, delete/add may be reported only to change the completion or recertification MCTFS on the 'TBTR 'and 'TRNG' Screens. Delete as erroneous may be used for both recertification date, when applicable. Additionally, martial arts achievements will be displayed in each belt achieved by posting the level of belt earned, the training completion date, and the achievements in accordance with the Marine Corps Martial Arts Program (MCMAP). The accession Trained) on all new joins. A new remark (146 remark) has been created to maintain the history of process for both Reserve and Active components will post a Martial Arts Belt Code of 'MMA' (Not 1. MARTIAL ARTS. A new TTC has been created to report different levels of martial arts

MMS	MMR	MMQ	MMP	MMN	MMM	MMK	MMJ	HMM	MMG	MMF	MME	MMD	MMC	MMB	MMA
Chief Instructor	Black Belt, 6 th degree	Black Belt, 5 th degree	Black Belt, 4 th degree	Black Belt, 3 rd degree	Black Belt, 2 nd degree	Black Belt, Instructor Trainer	Black Belt, 1 st degree, Instructor	Black Belt, 1 st degree	Brown Belt, Instructor	Brown Belt	Green Belt, Instructor	Green Belt	Gray Belt	Tan Belt	Not Trained

-X

- Must be reported initially with TTC 097 000 School Complete
- within UD/MIPS for reporting purposes with the exception of codes MME and MMK which must be reported with TTC 097 000. Report completion of martial arts belt codes, with training completion date, as follows: Valid Martial Arts Belt Codes and English descriptions have been added to a dropdown list

TTC 484 000	MARTIAL ARTS BELT CODE COMPLETION DATE	COMPLETION DATE
8-byte DOA		
3-byte Martial Arts Belt Code (from table above)	It Code	
8-byte completion date		

will be issued to the member's unit stating that the Marine must recertify within 90 days of the b. Instructors and higher-level belts must recertify within a three-year time frame. An advisory

Enclosure (1)

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the member to the next lower Martial Arts Belt Code. Report recertification as follows: expiration of the three-year limit. If the member fails to recertify, MCTFS will automatically revert

TTC 484 001 M	TTC 484 001MARTIAL ARTS BELT CODE	RECERTIFICATION DATE
8-byte DOA		
3-byte Martial Arts Belt Code (from table above) 8-byte recertification date		

The recertification date cannot be greater than the diary date, and cannot be zeroes

- 484 001, both transactions will fail. within MCTFS, and if the unit attempts to initially report these codes with either TTC 484 000 or Trainer) must initially be reported as school codes using TTC 097 000. If not previously resident Martial Arts belt codes MME (Green Belt Instructor) and MMK (Black Belt Instructor
- hereby deleted. Code 'MML' (Trainer of Instructor Trainer) is a billet description and not a valid Martial Arts belt code; if this code is used in an attempted transaction, it will fail. d. Service School Codes '885' and 'H4R' (Close Combat Instructor) are no longer valid and are
- information resident in the School/Special Skill 136 remark. The completion dates will be updated report Martial Arts Training. There will be a Martial Arts 146 remark built based upon the previously been reported as an school/special skill in MCTFS. Commands will not be required to refrom the School/Special Skill 136-remark Touch date. If this date needs correction, report a DEL/ADD transaction to correct the completion date. An implementation utility will be executed to move any martial arts training which has
- date will also be displayed. Additionally, these data elements from the remark will be located within the Impromptu, CUDDB catalog, Training Information folder, Martial Arts 146 folder for use in tab was created and will display the Belt Code with description, completion date and re-certification elements has been added to the UDMIPS CUDDB. In MIPS, View Members, BTR, a new Page 7 In MIPS reports, BTR, the Belt Code with description, completion date and re-certification The following information applies to the UD/MIPS Software; the new remark with data
- requirements: Training (MCWST). The following table outlines are the changes to the requalification Marine Corps Order 1500.52B outlines new requirements for Marine Combat Water Survival CHANGES TO MARINE COMBAT WATER SURVIVAL TRAINING (MCWST).

1	0	WATER SURVIVAL CODE DESCRIPTION
1st Class (CWS1)	UNQ	DESCRIPTION
Re-qualify every 4 years	Remedial swim training until qualified	REQUALIFICATION REQUIREMENTS

Q	9	∞	7	6	2	4	ω	2
Water Su Qualified	Instru (MCT	Safety Sw (MCIWS)	Instru	Waive CG/C	Medio (Tem _l	4th Ci	3rd C	2nd C
Water Survival Qualified	Instructor/Trainer (MCITWS)	Safety Swimmer (MCIWS)	Instructor (CWSS)	Waivers granted by CG/CG TRNGCMD	Medical waiver (Temporary)	4th Class (CWS4)	3rd Class (CWS3)	2nd Class (CWS2)
Re-qualify every 6 years	Re-qualify every 3 years	Re-qualify every 3 years	Re-qualify every 3 years	As specified or permanent	Specified length	Re-qualify every year	Re-qualify every 2 years	Re-qualify every 3 years

survival code '6') remain the same, except that permanent medical waivers are no longer authorized. **NOTE**: Medical waivers (water survival code '5') and requalification exemption (water

- appropriate requalification date. a. Based upon the action date of TTC 486 and the level code reported, MCTFS will post the
- for all members with a water survival code equal to '1', '2', '3', or '4', and post appropriately. Also, for all members who have a water survival code equal to 'Q', a water survival requalification date of '200704' (year and month) will be established within MCTFS. An implementation utility will subtract one year from the current water survival requalification date b. Commands are not required to report TTC 486 (Water Survival Qual) to update their records.
- elements are shown with an * below: whenever any sequence of TTC 323 is reported, and twice each month at PUREX. Within accumulated Pers Tempo deployment days earned during six month intervals for those Pers Tempo Folder", in Impromptu, and the MIPS View Members, Service Report Page 2. The new data UD/MIPS these data elements were added to the CUDDB catalog, "Entitlements Information been modified to include the new fields, indicated in bold, below. These fields will be updated periods for which the Track Type Code begins with a 'D'. The MCTFS 'TOUR' Screen, Page 3, has PERS TEMPO PLANNING TOOL. Four new fields have been created to indicate the

Enclosure (1)

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- modified. EAS, which is the orders end date, has been added to the transfer for mobilization (TTC 4. MOBILIZATION ENHANCEMENTS. is not past the EAS on the English statement, an advisory will be issued to the Command MCC 826). The new EAS date will be validated against the member's Reserve ECC. If the Reserve ECC Various transactions affecting mobilization have been
- the member to be mobilized has a duty limitation code from the below table, the transaction will fail: Edits were created within TTC 826 to validate against the member's Duty Limitation Flag. If

B-INSUF ACT SERV ADMIN NON-DEP HAZ AREA RESTR C – PHYS REM N – PREGNANCY - RETN LD STAT T – PCE CRPS SERV **P – 17 YEARS** D – MED NON-DEP

TTC 826 has been modified to remove DPI and add EAS, as follows:

TTC 826 001 MOB MCC TTC 826 000 MOB SEL MCC TO MCC **CMDMCC** EAS YYYYMMDD MDAY YYYYMMDD EAS YYYYMMDD MDAY YYYYMMDD

- RUCs when the member's record is in a Reserve record status of '7' TTC 217 000, MOB MCC XXX, can now be reported by any RUC, including active duty
- 022 007 (INIT JOIN RUC XXXXX MCC XXX) is reported. For mobilized Reservists, the MOB FUTURE MCC EDA will now be zeroed out when TTC
- do not allow a Reservist to carry out mobilization orders. The same edits for TTC 099 001 (MOB STAT XX MOBEDA YYYYMMDD) will apply to this new transaction. However, as a date is not Initial Assignment (SIA) for reporting the flow of mobilized Marines when conditions exist which orders, which now has a new sequence. This TTC is utilized by the MCRSC and the Station of Previously, TTC 099 identified Reserve members who are unable to execute mobilization

Enclosure (1)

always necessary, TTC 099 000 gives the user the option of inputting relevant information without a The new sequence is as follows:

TTC 099 000 MOB STAT \overline{XX}

2 bytes A/N from table below (all '0' characters are the number zero):

Code	Description		Code Description
AA A0	CMC directed canc of MOB orders Ministers	L0 K0	Hardship (community) Student
ВВ	MOB orders reissued from MCRSC	M0	Medical delay
В0	Enrolled in medical school	N0	OCONUS
CC	MOB orders returned to MCRSC	P 0	Joined Guard/Reserve,
C0	Doctor		other service
DD	Pregnant	8	Joined SMCR
D0	VIP (Congressional, etc.)	R0	Over age 60
ΕE	Mentally unqualified	SO	Medically unfit (NPQ at
E0	Sole survivor		MCMS)
Ŧ	Conscientious objector	T0	Unavailable for duty/
FO	Hardship (personal)		mobilization
GG	Medically unfit (NPQ at SIA)	U0	Fulfilled MSO
GO	Deferment (MCMS, 1-15 days)	VO	Request for retirement
НН	Request drop to IRR from SMCR		previously submitted
H0	Deferment (MCRSC, 16-30 days)	$\mathbf{W}0$	Active duty, other service
П	Deferment granted at HTC, 1-30 days	X0	Active duty, USMC
10	Inactive status list	Y0	Disabled
JJ	Separated at SIA	Z0	Deceased
J0	Key employee	00	None
KK	Deferment granted at SIA		
	(1-15 days)		

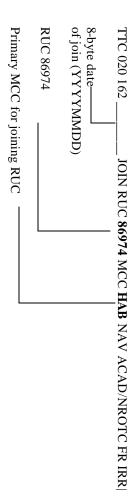
5. DELETION OF AR CAREER STATUS FLAG UPON AUGMENTATION/

the Active Reserve (AR) program are granted authority to augment and reenlist in the regular component codes B1-B4, assigned to the AR Program.) Status Flag. (NOTE: Only MISSO-17 can report reenlistments into the USMC on enlisted Marines, USMC, the reporting of reenlistment into the USMC (TTC 004 000) will post zero to the AR Career REENLISTMENT OF AR MARINES INTO THE USMC. When career designated Marines in

- modified to allow CMC (RA) RUC 88880, HQMC RUCs 548XX, MISSA RUC 88889, and MISSO RUC 88888 to input eligibility codes 'AA', 'AB', and 'AC'. The eligibility codes are defined as TTC 910 000 MGIB-SR KICKER INCENTIVE ELIGIBILITY CODES. This TTC was
- or service obligation after 30 June 1985. AA - No entitlement. Service member has not executed a qualifying Selected Reserve contract
- service obligation after 30 June 1985, but has not completed IADT AB – No entitlement. Service member executed a qualifying Selected Reserve contract or

Enclosure (1)

- a secondary school diploma or equivalency certificate before execution of the qualifying contract or service obligation after 30 June 1985 and completed IADT, but did not complete the requirements of AC - No entitlement. Service member executed a qualifying Selected Reserve contract or
- member. An implementation utility will be executed for all members with the component codes transaction will fail, ensuring the member is not erroneously designated as a Category 'P' SMCR Training Category Pay Group. If the Training Category Pay Group is not equal to 'P' active duty, the Reserve unit will not receive feedback on the DFR. Additionally, TTC 022 050 has and blanks will post to the Reserve MCC. This will ensure that for the duration of the member's Active Duty) has been modified to ensure that when reported on members whose component codes are equal to '11', 'C1', 'C2', 'C3', 'C5', 'C6', 'CB', or 'CD', zeroes will post to the Reserve RUC, listed above whose records also contain a Reserve RUC greater than zeroes; this utility will post been modified to ensure that MCTFS will check the member's record to confirm the member's zeroes to the Reserve RUC and blanks to the Reserve MCC. ZERO RESERVE RUC/MCC, EDIT FOR CATEGORY 'P'. The TTC 881 000 (Join to
- a '9' is posted to the Reserve Record Status Code, the Reserve RUC will be zeroed out and moved to TTCs 022 002 and 022 012 when members are joined to the PLC class. When TTC 054 is reported, 86974 can now report this transaction and TTC 883.) EAS and ECC posting has also been added to created to allow RUC 86974 (ROTC) to join personnel to the Naval Academy from the IRR. (RUC 8. MISCELLANEOUS PLC CORRECTIONS. A Reserve join sequence for TTC 020 has been RUC 86974 will report as follows: the former RUC, and blanks will be posted to the Reserve MCC. To join members from the IRR,



- Pendleton. (Bases with privatized housing who wish to be considered should contact CWO5 Spahalski, RFL Liaison, at commercial (816) 926-1417.) The MCTFS changes consist of the and are renegotiated and renewed. in BAH locality amounts, currently based on rank, will be eliminated as Housing contracts expire, housing process. Previously, the process was performed via the allotment system; when a member's BAH amount changed, allotments had to be stopped and new ones started. Additionally, inequities PRIVATIZED HOUSING PROCESS. Changes have been implemented to the privatized With this SR, the following information applies only to Camp
- screen in MCTFS a. Marines in privatized housing will have a BAH quarters code of 'V' posted to the DEPN
- Account (PRIV HF ACCT) via TTC 185 000, allowing a member's BAH amount to be b. Currently, Housing UIC M00681 has the capability of reporting a Start Privatized Housing

housing contractor. When a member's BAH amount changes, MCTFS will automatically send the automatically sent via EFT to a designated financial institution once a month as authorized by the increase/decrease amount to the financial institution

- member's BAH entitlement. A partial payment will automatically be sent to the financial institution; the remainder will be credited to the member. Housing UIC M00681 also has the capability to report a stop entry to automatically prorate a
- (RTN), account number, the member's BAH rate, and the start and stop dates. New BAH remarks 995 and 996 have been created and include the routing transit number
- amount sent, and the total amount sent to the housing company's financial institution A monthly report will be provided to the Housing UIC, listing each member's name, SSN,
- their LES. f. For members in privatized housing, their BAH entitlement and deduction will be reflected on
- Housing UIC M00681 may report the following TTC to start the privatized housing process:

8-byte effective o	TTC 185 001	h. Housing UIC MC	8-byte effective date-	Housing code	STRT PRIVATIZED HSG UIC_	TTC 185 000	
8-byte effective date (YYYYMMDD)	TTC 185 001 STOP PRIVATIZED HSG ED	0681 may report the following	ate		ZED HSG UICED		
		h. Housing UIC M00681 may report the following TTC to stop the privatized housing process:					

open season for enrollment began July 1, 2002, and will end on December 31, 2002. Eligible Hancock Financial Services, Inc. and the Metropolitan Life Insurance Company (Metlife). The first members on full time National Guard duty or active duty in support of the National Guard or component units in a pay or nonpay status, and Active Reserve members who are full time reserve Mobilization Augmentees who are reservists assigned to reserve component billets in active personnel can apply by going to the following Web address: Federal Long Term Care Insurance Program (FLTCIP). Currently, the plan is administered by John Reserves) as well as members receiving retired or retainer pay are eligible for participation in the Reserve (i.e., drilling reservists, reservists assigned to reserve component units, Individual http://www.ltcfeds.com LONG-TERM CARE INSURANCE. All members on active duty, members of the Selected

contains an application. Information on accessible rate tables for the scheduled premium costs for or by calling 1-800-LTC-FEDS (1-800-582-3337) for an open season information kit, which FLTCIP can be found at the following Web address:

http://www.opm.gov/insure/ltc/calculator/index.htm

information as well as detailed answers to the frequently asked questions regarding FLTCIP can be automatic debit from checking or savings account, or direct billing from the LTC Partners. General found at the following Web address: The choices/methods of making premium payments vary from payroll or annuity deductions,

http://www.opm.gov/insure/ltc/index.htm

- For active duty Marines, once enrolled, the procedure is as follows:
- who have chosen to discontinue their payroll deduction. additional Marines who have chosen payroll deduction, changes to existing premiums, and Marines displays the monthly premium. In future months, the contract provider will provide files identifying have chosen payroll deduction as a means to pay their monthly premiums. This file will be processed, and a LONG TERM CARE INSURANCE REMARK (855 remark) was created which (1) The contract insurance provider will provide an initial file of all active duty Marines who
- payday and on the first payday. If the service member has sufficient funds, the date the funds were prior month's payment date will remain, and 'N' (indicating 'NO') will be posted to the PREM FLG forwarded to the insurance provider will be indicated in the PMT DATE field of the 855 remark, and CD field. 'Y' (indicating 'YES') will be posted to the PREM FLG CD field. If funds are not available, the (2) One half of each month's premiums will be deducted from pay due on the mid-month
- (3) Pay adjustments by the disbursing/ finance officer will not be authorized. Once a premium is forwarded to the contractor, the service member will be required to recover those funds directly premium amount to be erroneous. from the contractor in instances in which the Marine has terminated coverage or believes the
- exists, a negative Reserve Entitlement 987 Remark will be created, and the amount of pay due will reserve members who have chosen payroll deduction as a means to pay their monthly premiums. given month, the premium will not be paid, and the contractor will be provided this information. be reduced by the amount of the deduction. If the Reservist does not earn sufficient pay within a to determine if a particular reserve member has a long term care deduction. If such a deduction Each time a cycle processes, any type of credit (drill, bonus, etc.) reported will interrogate this file For Reserve Marines, once enrolled, the contractor will provide a full file each month of all
- New pay entitlement codes for Long Term Care Insurance have been established as follows:

Active duty members:

Pay Item Description Long Term Care Insurance 99092 Off Pay Code 99192 Enl

Reserve Marines on active duty:

Pay Item Description Long Term Care Insurance 33092 Pay Code 33192 Tax Code

Reserve Marines:

Pay Item Description
Long Term Care Insurance

Pay Code Tax Code
Off Enl
55194 55294 1,4

appropriate. Currently, after each U&E, when the split pay message is generated, the DO/FO must manually verify the requested split pay amounts on the split pay message. will automatically compare the requested split pay amounts and update the RAPTRS file as is today, it will be released on a file that can be imported into RAPTRS. Once imported, RAPTRS split pay amount verification process in RAPTRS. In addition to the split pay message released as it **DEPLOYED SPLIT PAY CHANGE**. A change has been implemented to automate the requested REMOTE ACCESS PAY TRANSACTIONS AND REPORTING SYSTEM (RAPTRS)

- much larger workspace. Depending on the screen resolution set by the individual user, the workspace can now shrink or grow with the needs of the individual user. within the screen. Not all screens contain this functionality; the screens affected are too numerous to resolution size for UD/MIPS to 800X600. Thirty-three current screens within UD/MIPS now list. One of the main areas affected was the UD Module. This functionality provides the user with a possess this functionality. Additionally, users are now able to resize and/or maximize most windows 12. SCREEN RESOLUTION AND RESIZING. This modification set the default screen
- installation of the new software and is available for download from either https://smarts.kct.usmc.mil or http://www.missa.manpower.usmc.mil. Units should export users from DBUM 3.2X, install the and the users have been imported, units $\overline{\text{MUST}}$ export the DBUM 3.3 users. You can now install the Server version of the new UD/MIPS Software, which will install DBUM version 2002.2.00. based units need to ensure strict compliance to the following instructions. Failure to do so could Once the installation is complete, users can be imported from DBUM version 3.3 export. DBUM 3.3, and then import the DBUM 3.2X users. Once DBUM version 3.3 is correctly installed result in the manual entry of all users. The DBUM version 3.3 upgrade must be resident prior to DBUM version 2002.2.00 located on the Server version of the UD/MIPS software, UD/MIPS Server DATABASE USER MANAGER (DBUM) 3.3 UPGRADE. Prior to installation of the
- narrative list of changes and the new catalog for SR 2-02 are located at the following web sites: in Hawaii, and one in Okinawa. All CONUS servers' links point to the KCT server in St. Louis. The There are three servers which provide ODSE support. One is located in St. Louis, one
- a. Camp Butler: https://smarts.okr.usmc.mil
- b. MCB Hawaii: https://smarts.mcbh.usmc.mil
- c. Kansas City: https://smarts.kct.usmc.mil
- d. Albany: https://smarts.matcom.usmc.mil
- e. Camp Pendleton: https://smarts.cpp.usmc.mil

http://www.missa.manpower.usmc.mil/ under the ODSE section. A listing of changes for SR 2-02 is available via the MISSA Website at

- information and change their own password. For the DB User Managers, this site offers the option 15. **SECURITY WEB APPLICATION.** New with this release is the User Security Web Application (USWA). The purpose of this web site is to allow ODSE users to view their own user to view or print status reports for users within your jurisdiction. To access this site, complete the
- listed in paragraph 14, above. Choose the link for User Security Web App. The User Login page In the address line of your browser, type the name of your local Manpower Support page
- Type your User ID, password, and the server name (from the drop-down list)
- . If your User ID is over 45 days old, a message will indicate your login information is not You have 15 days to change your password before your account will expire.
- password as directed. d. From the User Security Home page, choose Change Password, and then update your
- An on-line help file is available, as well as assistance from your local MISSO
- f. User passwords will expire every 60 days.

ELECTRONIC DIARY FEEDBACK REPORT (EDFR) – PIPE 3 ERRORS

report and the remainder of the cyclic EDFR will continue to load without error. The Exception the load of the cyclic EDFR, the recycled transactions will be identified, written to an exception occur, resulting in an unsuccessful load of the unit's EDFR. With this system enhancement, during Electronic Diary Feedback Report (EDFR) that contained recycled transactions, a Pipe 3 error would loading of a cyclic EDFR into UD/MIPS. Prior to this system enhancement, when loading an This creates an exception report that will record recycled MCTFS transactions found during the Feedback Report Summary window open in order to run the report. Report option is available for selection under the Reports Menu; however, you must have the Diary

- Self-Certified transactions via www.mol.usmc.mil E-Mail Address (TTC 386 000), Remove E-Mail Address (TTC 386 002), and perform other Notice, Marines now have the capability to change certain RED information, Start or Change TFAS/MOL BUNDLED CAPABILITY PACKAGE (BCP). Per reference (d) and this
- a. The 991 remark will display the following:
- FLAGCODE and is used to identify whether a Marine should be sent a hard copy LES The data element named ELECTRONIC MAIL LES FLAG CD was modified to LES
- (2) A new data element, ELES DATE, has been created

- The data element EFFECT DT was modified to EMAIL DATE
- ġ. These transactions may also be certified administratively through the Reporting Unit.

TTC 386 002	TTC 386 000
E-MAII ADDRESS REMOVE	STRT EMAIL ADDRESS

- dissemination of this information to all echelons. (NOTE: WebTV users may now access the delivered to your home vice faxing a copy of the individual's ID Card. Log onto PIN will be mailed to your home/mailing address in approximately 7-14 days. logging on to http://www.mol.usmc.mil/ and verifying that the information is correct. The new Prior to requesting an EMSS PIN, ensure your home/mailing address in MCTFS is valid by https://emss.dfas.mil/emss.htm). E/MSS site either using the link above or by going directly to the site using the following address: http://www.dfas.mil/emss and click on 'Need a new PIN?', which is referred to as Pin On Demand EMSS ENHANCEMENTS. You can now request your EMSS PIN electronically and have it Please assist with
- authority to maintain files electronically resides in the most current edition of the DOD Directive, sufficient to support certification requirements without the ink countersignature. the Unit Diary. There is no longer a requirement to manually sign in ink (wet signature) Unit Records Management Program Directive. The following changes are effective immediately: which may be accessed electronically at: Integrated Personnel System (UD/MIPS) and On-Line Diary System (OLDS) is considered legally following information has been provided for clarification purposes concerning the signed copy of http://www.dtic.mil/whs/directives/corres/html/50152.htm. Select PDF to obtain the DOD Diaries. The use of an electronic signature to certify unit diaries in the Unit Diary/Marine INK SIGNATURE ON HARD-COPY UNIT DIARIES/EDFR CLARIFICATION. The Additional
- rescinded. All other filing and maintenance requirements contained in the MCTFSPRIM remain in effect. a. OLDS users: The requirement to place an ink signature on certified unit diaries is

b. <u>UD/MIPS users</u>:

- via the Collection Server and the EDFR load process. the Diary Transmittal Letter is rescinded. This procedure is now completed by electronic means Diary with the cyclic statistic data of cycle, accepted, rejected, and total transactions (CART) on (1) The requirement to manually annotate the smooth paper version of the Unit
- capabilities within UD/MIPS (2) The requirement to print and sign the EDFR is rescinded due to electronic
- rescinded The requirement to print and place an ink signature on certified unit diaries is

Enclosure (1)

media storage device. These electronic files (Archives) are to be <u>retained per disposition</u> instructions contained in the MCTFSPRIM. The Track Courier Process within the Unit Diary Archive/Retrieval of Unit Diaries, refer to the instructions contained within the UD/MIPS User Manual. Additional guidance may be obtained from your servicing MISSO. Module has been modified to allow this functionality. For detailed instructions regarding (4) The requirement to <u>print</u> and <u>file</u> a hard copy of the certified Unit Diary is rescinded. The Unit Diary is to be Archived (Electronically filed) to server, CD-ROM or other electronic

Enclosure (1)